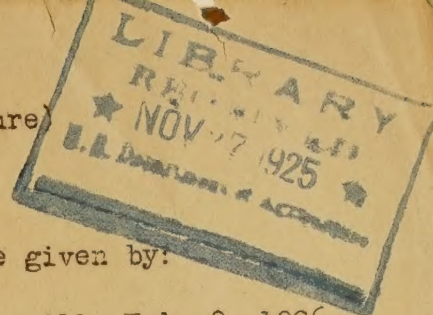


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TENTATIVE OUTLINE OF COURSE IN BULLETIN WRITING
(Educational Courses, U. S. Department of Agriculture)



A. Introductory and Historical

Lecture No.

To be given by:

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|--|---------------|---------------|
| 1. Outline of the course and the problems involved | M. C. Merrill | Feb. 9, 1926 |
| 2. Historical development of bulletin writing | M. C. Merrill | Feb. 11, 1926 |
| 3. Historical development of bulletin writing | M. C. Merrill | Feb. 16, 1926 |

B. Differentiating Types of Bulletins

- | | | |
|---|-----------------|---------------|
| 4. Considerations involved in classifying bulletins | N. A. Crawford | Feb. 18, 1926 |
| 5. Characteristics of a technical bulletin | M. C. Merrill | Feb. 23, 1926 |
| 6. Characteristics of a popular bulletin | N. A. Crawford | Feb. 25, 1926 |
| 7. Suggestions and criticisms regarding the department series of publications | C. W. Warburton | Mar. 2, 1926 |

C. Technique and Fundamentals of Writing

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|---|---------------------|---------------|
| 8. General principles in the technique of writing | N. A. Crawford | Mar. 4, 1926 |
| 9. The collection and segregation of data | E. W. Allen | Mar. 9, 1926 |
| 10. Organization of the material | H. A. Smith | Mar. 11, 1926 |
| 11. Clearness, precision, and choice of words | L. C. Everard | Mar. 16, 1926 |
| 12. Brevity v. slovenliness and redundancy | L. C. Everard | Mar. 18, 1926 |
| 13. Standards of grammatical technique | W. H. Cheesman | Mar. 23, 1926 |
| 14. Standards of grammatical technique | Katherine Smith | Mar. 25, 1926 |
| 15. Modern composition and technical writing | M. C. Merrill | Mar. 30, 1926 |
| 16. Bibliography and citations | Claribel R. Barnett | Apr. 1, 1926 |

D. Miscellaneous Technique

- | | | |
|--|-----------------|---------------|
| 17. Preparation of tables | C. F. Hunn | Apr. 6, 1926 |
| 18. Illustrations and legends | R. P. Currie | Apr. 8, 1926 |
| 19. Technique of reproducing illustrations | J. H. Stevenson | Apr. 13, 1926 |
| 20. Technique of printing | F. D. Smith | Apr. 15, 1926 |

E. Bulletins from the Writer's Viewpoint

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|--|-------------|---------------|
| 21. The popular bulletin as a writer sees it | C. B. Smith | Apr. 20, 1926 |
| 22. The technical bulletin as a writer sees it | C. R. Ball | Apr. 22, 1926 |

F. Bulletins from the Editor's Viewpoint

- | | | |
|---|---------------|---------------|
| 23. General editorial standards | H. A. Smith | Apr. 27, 1926 |
| 24. The bureau editor's conception of the problem | J. M. Pickens | Apr. 29, 1926 |
| 25. The bureau editor's conception of the problem | J. C. Marquis | May 4, 1926 |
| 26. Editorial technique | J. C. Marquis | May 6, 1926 |
| 27. Proof-reading and the finished product | M. C. Merrill | May 11, 1926 |

G. Bulletins from the Reader's Viewpoint

- | | | |
|--|-----------------|--------------|
| 28. Measuring bulletins by the reader's yard stick | A. B. Graham | May 13, 1926 |
| 29. A critical analysis of present scientific publications | K. F. Kellerman | May 13, 1926 |
| 30. Agricultural bulletins from the farmer's viewpoint | R. W. Dunlap | May 20, 1926 |

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